Leeds Art & Photography Exhibition 2016
Booking Terms and Conditions

Please retain for your information
All queries should be directed to Becky Hole on 0113 218 5505 or beckyh@st-gemma.co.uk

1. The closing date for receipt of entry is Friday 7th October 2016. We cannot guarantee acceptance of any exhibits after this date. Exhibits are entered on a first come, first serve basis, please enter the exhibition at your earliest opportunity. If the maximum number of exhibits is received before the 7th October 2016, the closing date will be moved forward.

2. Registrations should be made online on our website or by completing an application form (Applications are now being received). Photocopies and details on additional pages will be accepted. Completed application forms together with exhibit fees should be sent to:

   Leeds Art & Photography Exhibition, St. Gemma’s Hospice, 329 Harrogate Road,
   Moortown, Leeds, LS17 6QD

3. St Gemma's receives commission on all sales - this includes any exhibit commissioned after the event. Exhibit fees and commission prices:
   - £6.50 per exhibit to be displayed. Maximum of 8 exhibits per artist.
   - A commission of 30% will be charged per exhibit that is sold.

4. Exhibits, including frames, should be no larger than 80cm x 80cm (32ins x 32ins). We cannot guarantee screen space for larger works and they may be displayed at floor level. Exhibits of any size that are considered to be either too heavy or unsafe to hang will instead be displayed at floor level.

5. The organisers retain the right to refuse any exhibit deemed to be inappropriate, offensive or poorly presented. If you have any questions about this, please contact Becky on the above contact details.

6. Exhibits should be delivered to The Grammar School at Leeds, Harrogate Road, Alwoodley, Leeds, LS17 8GS (sat navs use: LS17 9NA) between 10.00 am and 1.30 pm on Sunday 23rd October 2016. Please follow directional signs for parking and unloading.

7. Exhibits must be delivered firmly strung, no lower than one third down, for hanging on a solid screen using a nail (NB Mirror plates are unacceptable). In the interests of health and safety and the safekeeping of the exhibits, all string, rings, hooks, etc. must be securely attached to the frame. If an exhibit is displayed framed, then the potential buyer should be able to purchase the piece as it is displayed.

8. Every exhibit should be accompanied by a firmly attached tag/sticker with the artist’s name, title of the work and selling price. It remains the artist’s responsibility to check for mistakes in the programme shown to them at registration. Prices and details cannot be changed after Monday 17th October 2016.

9. Works will be kept securely and handled with care but are submitted at the artist's risk. The organisers, St. Gemma’s Hospice and The Grammar School at Leeds, are not responsible for loss or damage to exhibits. It remains the responsibility of the artist to arrange insurance as deemed necessary.

10. Unsold exhibits must be collected from the Grammar School, on Sunday 30th October 2016 between 5.00 pm and 6.00 pm and no later. The receipt given to you at registration must be brought otherwise your art will not be released to you. Exhibits not collected from the Grammar School will incur a £50.00 per painting surcharge and will be kept entirely at the artist's own risk at the Hospice. Please bring appropriate packaging to collect your artwork as the Hospice is unable to provide this.

11. To allow for ease of administration, all sales will be banked by St. Gemma’s Hospice and payment forwarded to artists within six weeks of the end of the exhibition. All of the commission and display charges will fund the work of St. Gemma’s Hospice, Leeds.